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AANA continuing education credits, how to apply them

Introduction

This document is provided by Pacific Medical Training to explain the process of receiving AANA credit for our courses.

1. Take the course

Sign up for our courses

2. Complete course with ANCC credits

When you have completed the course, please click the `course evaluation` button. The first question is ANCC/AMA/ADA/ACPE/IPCE. Please select `ANCC` credit and you will complete the standard ANCC evaluation.
After the evaluation, you will receive an ANCC certificate. Please save this ANCC certificate and your provider eCard to your computer.

3. Complete the AANA nonprior approval form

Application guidelines: AANA nonprior approval application guidelines (PDF, 9/26/2024)
Following is an example of a complete form:

Application for Nonprior Approval
Individual

AANA Continuing Education Program

Refer to Guidelines Posted on www.aana.com

Office Use Only
MCD/RCE
CE credits awarded
Approval date

A. This completed application may be returned using the submit button below or via email to the CE Department at dlamitz@aana.com, fax to the CE Department at 847.692.7082, or mail to the address below.

The required materials to accompany this application can be submitted via one of the latter three methods aforementioned.
B. If not completed electronically, this form must be **typed.**

Name: Leslie xxxxxxx
Address: xxxxxxxxxxxxx
Springfield PA 19064
(City) (State) (Zip)

1. AANA ID no.: xxxxxxx
2. Telephone no.: 610-506-xxxx
3. Fax no.:
4. Email: xxxxxxxxx@gmail.com

5. Name of program: Advanced Cardiovascular Life Support
6. Name of sponsor: ACLS Training Center
7. Name and address where program held: Online-home
(Number and Street)
8. Date(s) Begin: 8 (Month) 7 (Day) 2015 (Year) End: 8 (Month) 7 (Day) 2015 (Year)
9. Approval organization: ANCC
10. Credits requested: 8.0 11. CE credits awarded by approval organization: 8.0

12. Materials to submit with application:
a. CE Programs.
• Printed material that provides a detailed description of the program attended. Include an hourly schedule, and mark all the lectures that you attended.
• A copy of the certificate of attendance issued by the provider to verify attendance at or participation in the CE program.
• Documentation of approval for CE credit by another recognized professional approval organization. This material must indicate the number of CE credits awarded.

b. Life Support Courses. (ACLS, PALS, BLS, NRP)
Classroom
• Copy of the life support card. The applicant must pass the relevant test to receive CE credit.
• An hourly schedule or lecture agenda. Do not submit the life support textbooks.
• Copy of the certificate of completion or other materials that identify the program provider.

Online
• Copy of the life support card.
• Copy of the certificate of completion from the program provider that includes the number of CE credits awarded.
• Documentation of approval for credit hours by an approved provider.

c. Provider-Directed Independent Study (HomeStudy).
• One complete packet of all the materials sent to the subscriber. This packet should include program content, an explanation of the subscription process, how to use the learning materials, the testing mechanism, and the provisions for learner feedback. There must be a minimum passing score of 80%.
• Specific learner objectives and test questions. A minimum of 1 learner objective and 10 questions is required for each CE credit requested.
• Copy of the Certificate of Completion issued by the provider.
• Documentation of approval by another recognized professional approval organization that shows the number of CE credits awarded.

d. Application fee (Non refundable or transferable).
• Go to www.aana.com/cepaymentform for associated cost and payment methods.

Office Use Only

Comments
Application fee Check#
Credit Card: MC Visa AMEX Discover
RK Date
Batch# Paid

Bruce A. Schoneboom, CRNA, PhD, FAAN, Approval Signature

American Association of Nurse Anesthetists
222 South Prospect Avenue, Park Ridge, Illinois 60068-4001 • Phone (855) 526-2262 • Fax (847) 692-7082
Email: continuingeducation@aana.com • www.aana.com

11/2014

Submit

4. Submit form to ANCC

Submit this form to dlamitz@aana.com and then print the form and include a check for $30 fee payable to ANCC to:

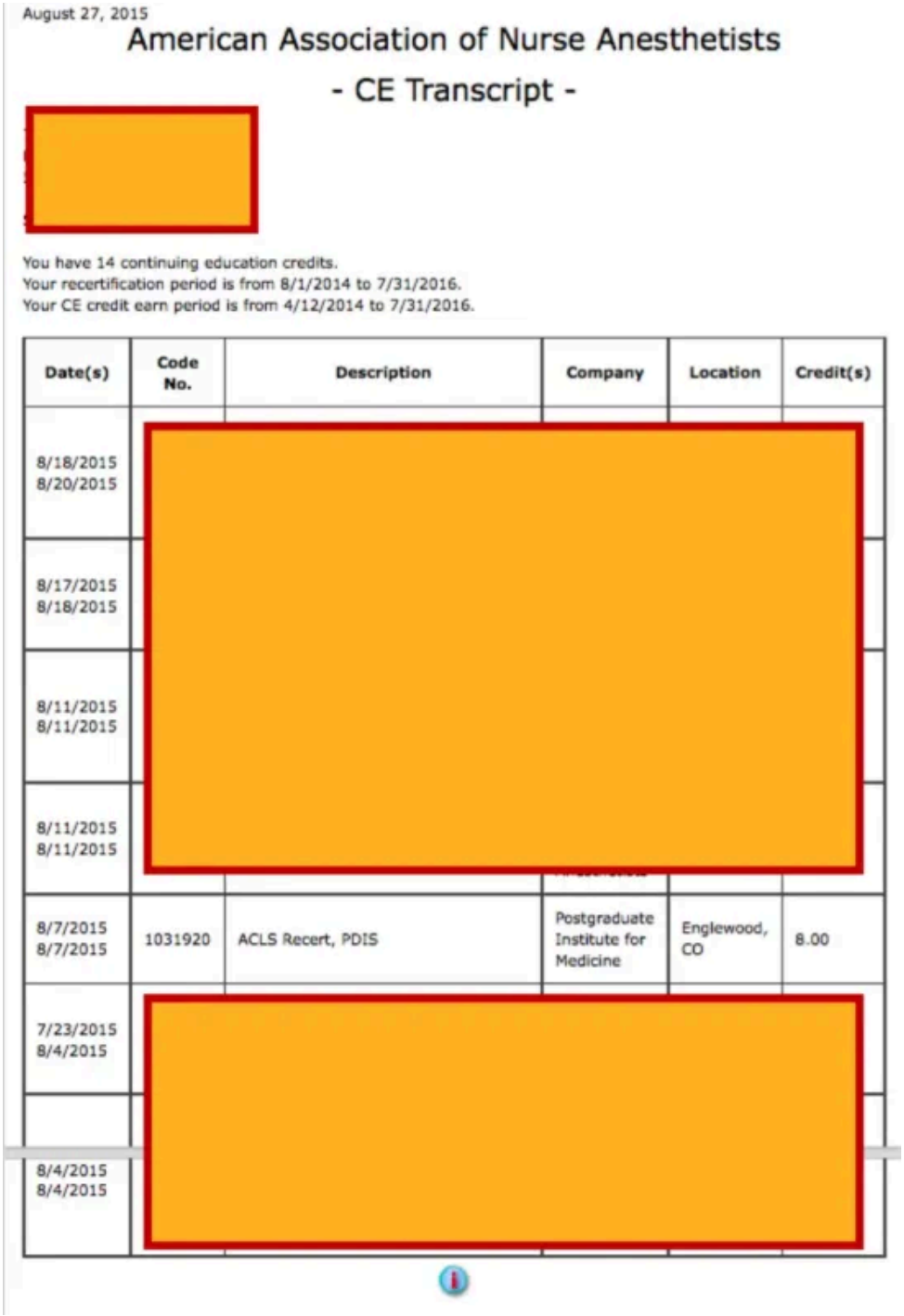
American Association of Nurse Anesthetists
ATTN: Continuing education
222 South Prospect Avenue
Park Ridge, Illinois 60068-4001

5. Wait for confirmation

ANCC will quickly send you email confirmation. The course will be added to your CE transcript. This is:

- ACLS -- 8 credits
- PALS -- 8 credits
- BLS -- 8 credits
- Bloodborne pathogens -- 1 credit

Below is a live example from one of our students of what this will look like. You will see the full number of credits, date, and a course description and company that is manually entered in by AANA. The location may be different based on your actual location, but this is immaterial.



August 27, 2015

American Association of Nurse Anesthetists

- CE Transcript -

[redacted]

You have 14 continuing education credits.
Your recertification period is from 8/1/2014 to 7/31/2016.
Your CE credit earn period is from 4/12/2014 to 7/31/2016.

Date(s)	Code No.	Description	Company	Location	Credit(s)
8/18/2015 8/20/2015	[redacted]				
8/17/2015 8/18/2015					
8/11/2015 8/11/2015					
8/11/2015 8/11/2015					
8/7/2015 8/7/2015	1031920	ACLS Recert, PDIS	Postgraduate Institute for Medicine	Englewood, CO	8.00
7/23/2015 8/4/2015	[redacted]				
8/4/2015 8/4/2015					

Focused on broad healthcare and allied health training beyond ACLS-centered certification.

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